



Professional and Management Services

Environmentally Speaking

JWOD/NIB/NISH

Schedule Items

GSA Advantage!™

Stock Items



Supply and Procurement

COMPACT DISKETTES. GET THE BACKUP YOU NEED. BEFORE YOU NEED IT.

Backing up data. It's something you don't always think about until you need the backed up data. But if you haven't done it by then, it's a little too late. So take care of it while you still have the chance. Compact diskettes give you a standard format, lots of storage space, and reliability. Even better, they're easy to ship. So don't wait. Get the backup you need. Before you need it.

Compact Disk Chart

Length: 74 minutes. Capacity: 650 MB. With jewel case.

Compact Disc (RW & R)	NSN or Mfr. Part # & Contract #	Unit of Issue	Description
Verbatim (CD-RW)	Part # VER 91663 GS-14F-0035k	1 EA	Features Datalife scratch-resistant coating. Contact: Marino Abreu (212) 264-3026 Write, erase, rewrite and update large files and presentations. Store large files and photos. Permanently archive business data. Compatible with most CD-ROM, CD-Recordable, and CD-Rewritable drives. Shelf life up to 30 years. Write and rewrite up to 1,000 times per sector per disc.
Maxell (CD-RW)	Part # 630010 GS-14F-0035K GS-14F-0167D	1 EA	Backup a hard drive. Off-load files from a hard drive to free up disk space. Shelf life up to 30 years. Write and re-write up to 1,000 times per sector per disc.
	Part # 808470 GS-14F-0171D	3/PG	0035K Contact: Marino Abreu (212) 264-3026 0167D Contact: Maria Passerman (212) 264-9576
As Contracted (NIB) (CD-RW)	7045-01-436-7853 GS-14F-0035K GS-14F-0040K GS-14F-0016L GS-14F-0036K	BX/5	Allows users to record, read and erase. Perfect for personal data storage, multimedia presentations, temporary storage of internet downloads. Box of five (5).
(NIB) (CD-R)	7045-01-406-5391 GS-14F-0035K GS-14F-0040K GS-14F-0036K GS-14F-0016L	BX/25	Allows users to record. Contact: Marino Abreu (212) 264-3026
Imation (CD-R)	Part# IMN15337 GS-14F-0023K	1 EA	Contact: Iris Morales-Harrison (212) 264-1179
Memorex (CD-RW)	Part# 3202-3156 GS-14F-0687G	1 EA	Allows users to record, read and erase. Contact: Mary Spruill (212) 264-3035
Maxell (CD-R)	Part# MAX624410 GS-14F-0016L	1 EA	Allows users to record. Contact: Marino Abreu (212) 264-3026

COMPACT DISKETTES (CONT'D.)

Compact Disc (RW & R)	NSN or Mfr. Part # & Contract #	Unit of Issue	Description
Storage Master (CD-R)	Part# CSCDR-J GS-14F-0021J	1 EA	Allows users to record. Contact: Cassandra Spann (212) 264-0371
Black Box (CD-R)	Part# CDD650 GS-35F-0158J	1 EA	Allows users to record.

TECHNICAL CONTACT

Andre Lovell

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SnagAJob.com simplifies the Federal Government's task of recruiting interns and part-time employees. As the United States' largest student job-site, SnagAJob.com connects employers with the 16-to-24-year-old age group – a remarkably difficult demographic to reach. By bringing part-time recruiting to the Internet, SnagAJob.com has enabled employers to reach students quickly and effectively. Industry leaders such as Macy's, Walgreens, McDonalds, and Jackson Hewitt have all seen a dramatic increase in high-quality applications.

Historically, part-time and seasonal hiring has been characterized by significant expense and limited applicant pools. Newspaper advertising, perhaps the best of the traditional methods, is costly and fails to provide much detailed information about the open position. Thus, the employer might face a localized pool of applicants who have unwittingly applied for a job for which they are wholly unqualified.

With SnagAJob.com you virtually eliminate the inefficiencies of traditional part-time and seasonal recruiting. By allowing you to include detailed job descriptions, SnagAJob.com drastically improves the quality of the applications you'll receive. And since your listing can be viewed by anyone in the country, the set of potential applicants is greatly increased.

Recruiting through the SnagAJob.com website is made easy with SnagAJob.com's online management tool, the Smart Employer Center (SEC). SnagAJob.com tracks and manages your entire application process through the SEC, with the aim of making your job as simple as possible. The SEC's features allow you to:

- View reports online
- Assign a status to an application
- View applications online
- Archive applications for later use

The Smart Employer Center gives you complete control in the recruiting process. From pinpointing the top candidates to identifying which applicants have been contacted, the broad capabilities of the SEC grant you accuracy and efficiency in your hiring decisions.

Once you decide you are interested in their services, you can contact a SnagAJob Account Executive who will be happy to answer all of your questions and assist you in setting up your account. After SnagAJob receives your job-posting information, they will have your job listings up on the site within 48 hours. During the period of your listing, you can make changes to your account at any time, at no cost.

With their extensive marketing efforts, SnagAJob.com ensures that your job postings will be placed daily in front of thousands of potential candidates. SnagAJob.com guarantees that you will receive far more high-quality, part-time applicants than you have ever received – for a fraction of the cost.

For more information, please contact:

SnagAJob.com
5300 South Laburnum Ave.
Richmond, VA 23231
Contact: Tennille Swisher
(877) 461-7624; (804) 236-9934
(877) 546-0752
Website: www.snagajob.com
GSA Contract # GS-15F-0034L

C O N T A C T

Albert Viscione

P H O N E

(212) 264-4793

E - M A I L

albert.viscione@gsa.gov

NEED ENVELOPES?

Envelopes have moved, look for them under **Schedule 75 II A, Office Products Supplies and Services and New Products/ Technology**. You may order your envelopes on-line through *GSA Advantage!* at www.gsaAdvantage.gov, or call the contractor directly. If you decide to call, please specify that you are ordering off the GSA contract and cite the contract number of the firm. The companies below offer a broad range of business envelopes suitable for all your mailing needs.

Contractor	Contract number	Telephone
Ansley Business Materials, Inc.	GS-14F-0679G	(312) 666-4070
Worcester Envelope Co., Inc.	GS-14F-0020L	(508) 832-5394
Mail-Well Corp.	GS-14F-0021L	(216) 430-4000
Bowers Envelope Co., Inc.	GS-14F-0033L	(317) 253-4321
Wecsys	GS-14F-0039L	(763) 551-0169
Dolphin Blue, Inc.	GS-14F-0050L	(214) 565-0355
Poly-Pak Industries	GS-14F-0024L	(800) 969-1995

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75 II A OFFICE PRODUCTS & SERVICES & NEW PRODUCTS/TECHNOLOGY — THE “E-Z READER”

Read comfortably from any position! The new E-Z Reader leaves your hands free as you read from any position. The E-Z Reader can be easily adjusted for height or angle and securely holds a single sheet of paper or a heavy hardbound book – even upside down. It can be used at a desk to hold typing material, next to a lectern or even as a lectern, or by a person lying or sitting up in bed. This is one really useful gadget for a patient flat on his or her back, or for physically challenged individuals. And because it's light and free standing, it can easily be moved for use in different places.

E-Z Readers are made to last and can withstand rough treatment. Heavy-duty metals are used throughout construction. The advanced design permits ease of adjustment and E-Z Reader swivels to any position holding all types of reading material securely.

Price: \$330.00 EA
Contract Number
GS-14F-0031K



Available on Schedule 75 II A, OFFICE PRODUCTS & SERVICES & NEW PRODUCTS/TECHNOLOGY, SIN75-99.

For more information, please contact:

E-Z Reader Manufacturing & Co.
7945 Wetzel Trace
Martinsville, IN 46151
Don Francis
treedoctor@ameritech.net
317-831-5440

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CORE CURRICULUM COURSES IN CONTRACTING NOW AVAILABLE

GSA has awarded Multiple Task Order Contracts for core curriculum courses for acquisition/contracting training, as well as other acquisition-related courses.

The courses of the core curriculum answer the requirements for GS-1102 contracting employees in all Federal agencies. Course material developed and maintained by the Department of Defense (DOD) Defense Acquisition University has been provided to the three contractors awarded CLINs 1 and 2. However, they are permitted to alter, customize, and update this material, provided that the competencies and skill levels prescribed in the Contract Specialist Workbook are met. The ability of the contractor to customize material to the requirements of a particular agency may be a factor in making the placement decision for a task order.

Four Contract Line Items (CLINs), running from March 31, 1999 to December 31, 2003 have been issued.

CLIN #1 covers 11 core curriculum courses covering 14 weeks of training, and includes the following courses:

Acquisition Planning I (2 weeks)
Contract Formation I (1 week)
Contract Administration I (1 week)
Price Analysis (1 week)
Cost Analysis (1 week)
Federal Contract Negotiation Techniques (1 week)
Intermediate Contract Pricing (2 weeks)
Acquisition Planning II (1 week)
Contract Formation II (1 week)
Contract Administration II (1 week)
Contract Law (2 weeks)

Plus two elective courses:

Architect –Engineer Services Contracting (1 week)
Construction Contracting (1 week)

CLIN #2 allows government agencies to place orders with the self-same vendors to schedule the core curriculum courses to be conducted for each agency individually at times and places to be arranged.

Additional courses may, from time to time, be added to this contract.

The vendors for CLINs 1 and 2 are:

Business Management Research Associates, Inc. (Contract # GS-02F-0011J), Fair Oaks Plaza, Suite 440, 11350 Random Hills Road, Fairfax, VA 22030, Contact: James Harper, (703) 691-0868. Web site: <http://www.bmra.com>

Northwest Procurement Institute, Inc., (Contract # GS-02F-0012J), P.O. Box 1328, Edmonds, WA 98020, Contact: Pat Shields, (425) 776-0414. Web site: <http://www.npi-training.com>.

Management Concepts, Inc., (Contract # GS-02F-0013J), 8230 Leesburg Pike, Suite 800, Vienna, VA 22182, Contact: Beth Blazek, (703) 790-9595, Ext. 107. Web site: <http://www.managementconcepts.com>

An important feature of the three awards for CLINs 1 and 2 is that all three contractors referenced above have received American Council of Education (ACE) college credit recommendation for all of the core courses offered.

The vendors for CLIN #3 (delivery of courses developed by individual federal agencies) are:

Business Management Research Associates, Inc. (information above)

Northwest Procurement Institute (information above)

CLIN #4 (commercial off-the-shelf acquisition-related courses, e.g. KOTR training, Contracting for Commercial Products, FAR 15 Changes)

Business Management Research Associates, Inc. (information above)

Northwest Procurement Institute, Inc. (information above)

Management Concepts, Inc. (information above)

David L. Houseman & Associates (Contract # GS-02F-0028J), 4644 Timber Ridge Drive, Dumfries, VA 22026, Contact: David L. Houseman (703) 690-4105. Web Site: <http://www.his.com/dhouseman>

ESI International (Contract # GS-02F-0029J), 4301 Fairfax Drive, Suite 800, Arlington, VA 22203, Contact: Charles W. Clark (703) 558-3000. Web Site: <http://www.esi-intl.com>

BRTRC (Contract # GS-02F-0030J), 8260 Willow Oaks Corp. Drive, Suite 800, Fairfax, VA 22031, Contact: Dawn Sheppard (800) 307-9277 x306. Web Site: <http://www.btrc.com>

Advanced Systems Development, Inc. (Contract # GS02F0031J) 2800 Shirlington Road, Suite 800, Arlington, VA 22206, Contact: Donna S. Ireton (703) 998-3900, Web Site: <http://www.asd-inc.com>

For more information, please contact:

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AUTOMATED EXTERNAL DEFIBRILLATOR TRAINING AND GUIDELINES FOR PUBLIC ACCESS DEFIBRILLATION PROGRAMS ARE NOW AVAILABLE

Sudden cardiac arrest can strike at any time. That's why the newly enacted Cardiac Arrest Survival Act of 2000, HR2498, recommends the placement of defibrillator equipment and trained personnel in all government buildings and all government-rented premises in private sector locations. CPR/Defibrillator training is now available on FSS Schedule 69. Upon successful completion, trainees will receive American Heart Association (AHA) certification. GSA now has two companies under contract.

Contract number GS-02F-0005L has been awarded to Medical Training Consultants Institute (MTCI). They can be contacted at (253) 566-8282 or by e-mail at mtci@uswest.net. Their website is www.mtci-a.com. MTCI is a small business that is affiliated with and certified by the AHA. The defibrillators are also available from MTCI on Schedule 69 in conjunction with the training. MTCI's medical board physicians can write prescriptions for the units in accordance with the law.

Training is also available from CPR & First Aid Training Corp. They are on contract GS-02F-0047L and can be reached at (301) 758-8963 or on-line at www.cprfatcorp.com. Their e-mail address is customerservice@cprfatcorp.com. For more information, contact Leon Harvey.

More AED training vendors will be added to the Schedule shortly.

Guidelines for Public Access Defibrillation Programs in Federal facilities have been agreed upon jointly by the Department of Health and Human Services and the General Services Administration. These guidelines were prepared, in part, in response to a May 19, 2000 Presidential Memorandum pertaining to the establishment of guidelines for the placement of automated external defibrillators (AEDs) in Federal buildings.

The guidelines are available from Stanley C. Langfeld, Director, Real Property Policy Division (MPR), Room 6210, General Services Administration, 1800 F Street, NW., Washington, DC 20405, telephone (202) 501-1737.

These guidelines provide a general framework for initiating a design process for public access defibrillation (PAD) programs in Federal facilities and provide basic information to familiarize building managers, regional administrators, and others concerned with implementing an AED or PAD program with its essential elements. The guidelines are not intended to exhaustively address all aspects of AED or PAD programs, but are aimed at outlining key elements so that facility-specific, detailed plans and programs can be developed in an informed manner.

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STOCK ITEMS

Mason and Concrete Finisher's Tool Kit**NSN 5180-00-596-1504****Price: \$969.40 (KT)**

Description: Kit includes whitewash brushes; caulking tools; brick chisel; concrete corner tool; concrete edger; mortar floats; concrete hand groovers; hammers; mortar float handles; mortar mixing hoe; putty knife; level and plumbs; line blocks; plumb bobs; asphalt rake; wood rules; measuring tapes; trowels and circular tapered end handles. Comes with a tool chest. Dept of the Army Supply Catalog SC 5180-90-CL-N14.

**Tool Chest****NSN 5140-00-651-7676****Price: \$180.63 (EA)**

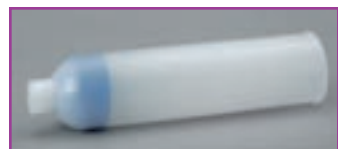
Description: Red, Width: 8-3/4"; Length: 21"; Hip roof-style steel chest has a top compartment with a till and a removable tote tray; two drawers mounted on compound slides held by the front panel cover; and three handles, one on top of the box and one on each side. Drawers are 19-3/4" long, 7-3/4" wide, 1-1/2" and 3" deep. Hasp-and-staple closure and an enamel finish.

**Cartridge Assembly****NSN 5120-00-670-3294****Price: \$0.30 (EA)**

Description: 6-oz capacity, 7" length Volume: six (6) ounce cartridge with plunger. The cartridge and plunger shall be made of polyethylene.

Cartridge overall length: 7 inches, plus or minus 1/8 inch; nozzle end shall be 1/4 inch female NPT thread size. The cartridge assembly

is to be used with Semco Sales Incorporated, Cartridge Retainer, Part Number 606, having an inside diameter of 1.715 inches. Techcon Systems Inc Part Number TS60CP 1/4" female NPT thread size. Includes a plunger. Semco P/N 220329, Pyles P/N 950-120-CP.

**Mechanic's Tool Chest****NSN 5140-00-388-3416****Price: \$130.60 (EA)**

Description: Red, Width: 13"; Length: 26"; Height: 15".

Tools stay organized in this steel chest. Consists of top cover with an attached front panel, partitioned till in top compartment, tote tray and integral lock. Has 6 drawers: 3 full width and a top row of 3 one-third width, with a chest-type handle at each end. Welded construction. Box is 20-gauge steel, drawers and tote tray are 22-gauge steel and compartment partitions are 24-gauge steel.

**Plunger (Toilet)****NSN 5120-00-849-1141****Price: \$5.08 (EA)**

Description: Handle length: 19 to 31" Cup size 5-3/8 to 6-3/8" outside diameter with a 2-3/4 to 4" opening. Use this familiar item to unclog sinks and drains. Features a bell-shaped, flexible rubber cup and a removable hardwood handle.

**D-Handle Shovel****NSN 5120-00-188-8446****Price: \$17.75 (EA)**

Description: Large shovel for bulky light material. Eastern-pattern scoop has an open back and D-handle. Blade is made of 16-gauge steel and measures 16 to 18" long and 13" wide. Handle measures 26 to 28" long with a 17 to 21" handle lift. Socket measures 7" long. Shorter handled shovel. Use for handling loose and bulky materials such as dirt, sand, gravel, grain and snow. Has sharpened cutting edges. Shoulder edge of blade is rolled to form a step. High-grade steel blade is heat-treated for long life. Hardwood handle has a transparent lacquer or varnish coating.



STOCK ITEMS (CONT'D.)

Portable Toolbox**NSN 5140-00-587-5558****Price: \$24.11 (EA)**

Description: Red, Width: 7-1/2"; Length: 18-1/2", Height: 8". Has a narrow tray measuring 17-3/4 x 3-1/16 x 2". Box, lid and tray are made of 22-gauge steel. Has a hasp-and-staple closure. Universal or general-use box has a piano-type hinge that runs the full length of the lid and a top-mounted, chest-type handle. For carrying hand tools. Made of sheet steel with welded construction and a baked enamel finish.

**Disk Sander (Compact)****NSN 5130-00-340-0719****Price: \$109.70 (EA)**

Description: Sand and grind intricate shapes in close quarters with this right-angle compact air sander and grinder. No-load speed is 20,000 rpm. Sander has lever throttle and 1/4" collet. Operating pressure is 90 psig and sander has a 1/4" NPT air inlet connection. Length is 6". Furnished with 2" diameter back-up pad and operating and maintenance instructions.



CATALOG CORRECTION — INCORRECT PICTURES

The incorrect picture appears on pages 573 and 668 for NSN 5110-01-385-7401. (The picture shown belongs to NSN 5110-01-394-6249 which appears on pages 570 and 669).

The incorrect picture appears on pages 570 and 669 for NSN 5110-01-394-6249. (The picture shown belongs to NSN 5110-01-385-7401 which appears on pages 573 and 668).

REVIEW OF FEDERAL STANDARD 595B, "COLORS USED IN GOVERNMENT PROCUREMENT"

The General Services Administration Federal Supply Service is informing all interested parties, both government and private, of our intent to inactivate the subject standard for future design, and to identify alternative Non-Governmental Standards.

A forum to discuss the available alternatives and the impact of this action on the federal customer is planned to give everyone the chance to participate in development of a consensus action. Organizations planning to send a representative are asked to indicate dates when they will be able to attend this forum. The meeting will take place in Kansas City, MO. A proposed meeting agenda includes summaries and presentations from

commercial color standardization organizations, manufacturers, the federal user community and other parties that wish to contribute. GSA will use the information gathered and the opinions expressed by all parties in the final disposition of the standard.

To let us know if you would be interested in attending this meeting in Kansas City and to indicate your preferred meeting times, please e-mail Mr. Ron Foster at ron.foster@gsa.gov. For current information and updates on this initiative, please consult the GSA Hardware SuperStore home page at fss.gsa.gov/superstore/paint.

AIR FORCE BEGINS USE OF NEW CHEMICAL SPRAYER

As part of its ongoing pollution prevention and process improvement effort, the U.S. Air Force Air Combat Command (ACC) recently worked with Milwaukee Sprayer Manufacturing Company, Incorporated, to procure an adapted version of Milwaukee's *Sure Shot*® bulk chemical sprayer for use in spraying CFC-113 to clean aircraft oxygen systems. These *Sure Shot*® sprayers are an inexpensive and environmentally responsible way to apply bulk chemicals like cleaners, degreasers, penetrating oils, solvents and lubricants, as well as some paints. They use readily available compressed air, instead of flammable and/or dangerous aerosol propellants, and because they are reusable you don't have to worry about disposal of empty cans. Just fill, pressurize to between 80 and 150 pounds per square inch, and spray. In the Air Force's use for oxygen parts cleaning, the sprayers are pressurized with Nitrogen to eliminate moisture or oil contamination. Both sprayer models are chrome plated brass top models that come with an assortment of extra valves and nozzles to allow for fine,

regular, medium, coarse and pin stream application. If you have any questions concerning ACC's process, contact HQ ACC Logistics and Maintenance Environmental Office at DSN 574-9930 / Commercial (757) 764-9930.

To facilitate the availability of these items, General Services Administration has assigned new National Stock Numbers for the two sprayer models themselves, as well as all necessary replacement valves and nozzles except the Neoprene O-Rings which are handled by Defense Logistics Agency. Minimum order size is \$50. When ordering replacement parts, users must be careful to order the valve that goes with the model of sprayer that they have. All nozzles are interchangeable. Orders can be placed via Government Purchase Card, FEDSTRIP/MILSTRIP by calling the GSA requisitioning telephone number at DSN 465-7315/ Commercial (816) 926-7315. Further information is summarized as follows:

Sprayers- Technical Information

NSN	Description
8020-01-488-7477	Part # B8500CB-AF, 16 oz. Chrome plated brass valve sprayer
8020-01-488-7478	Part # B8800CB-AF, 8 oz. Chrome plated brass valve sprayer
8020-01-489-1761	Part # B15NAFL, Replacement valve for B8500CB-AF, (Pkg. Of 6)
8020-01-489-1759	Part # B15NAFS, Replacement valve for B8800CB-AF, (Pkg. Of 6)
8020-01-489-1091	Part # B30-001, Pin Stream Nozzle (Pkg. of 6)
8020-01-489-1093	Part # B30-035, Medium Spray Nozzle (Pkg. of 6)
8020-01-489-1095	Part # B30-040, Fine Spray Nozzle (Pkg. of 6)
8020-01-489-1096	Part # B30-043, Regular Spray Nozzle (Pkg. of 6)
8020-01-489-1097	Part # B30-080, Coarse Spray Nozzle (Pkg. of 6)
8020-01-489-1103	Part # B11N, Air Filler Assembly with Nitrile Valve Core
DLA Managed	Part # B15N, Neoprene O'Ring
DLA Managed	Part # B04N, Neoprene O'Ring

www.sureshotsprayer.com

DEREGULATED ELECTRICITY CAN BE PURCHASED ON SCHEDULE

The California Energy Crisis has caused that state to suspend customer choice of electricity provider as of Sept 20, 2001. But many other states are proceeding with their plans. The 17 states that have active programs in place include Arizona, Connecticut, Delaware, Illinois, Massachusetts, Maryland, Maine, Michigan, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Texas, Virginia and the District of Columbia.

The Energy Management Services Schedule provides an easy way to make a competitive procurement in a timely manner. Just send the statement of work, including historical use data, to three or more of the contractors awarded for electricity

(SIN 871-204, Managing the Procurement and Use of Electricity). Evaluate the responses for best value (as you define it) and make the award. Green power is also available, to help you meet your renewable energy goals.

Agencies in these states can and should use competition when procuring their electricity. Taking advantage of the streamlined process can save you money by locking in pricing under the best market conditions. Many of the companies on this schedule can also help you manage your power use to take advantage of special pricing opportunities, or to find ways to reduce your use of power.



GSA Schedule 75 IIA
Office Products/Supplies and Services and New Products/Technology

**EMBROIDERED AIRCRAFT FLIGHT PACKETS
FOR ESSENTIAL RECORDS**

Military regulations mandate that an individual aircraft flight packet be carried aboard every extended flight that is operated by any military pilot.

For aircraft safety and integrity, each aircraft flight packet should include:

- A fuel card for refueling the specific aircraft.
- Federal instructions for purchasing parts and equipment for aircraft in case of emergency.
- Various procurement documents for food, lodging and any other requirement.
- Various documents of authority for purchases.

Aircraft Flight Packets, designed by Embroidered Packets, are outfitted with all documents (except the fuel card or the organization's instructions). The flight packets have a standard and uniform appearance, which allows easy access to documents, and aids in smooth inventory processing, in accordance with Government procedures. The Aircraft Flight Packet is an asset for audits and encourages a tracking method for used fuel documents, receipts of purchased aircraft parts and authorized signatures for services requested.



The Flight Packets come in four styles: Non-fire retardant polyester, non-fire retardant naugahyde, non-fire retardant leather, and a non-fire retardant mix of leather and naugahyde. Free Custom Embroidery of information (25-letter limit) includes:

- Activity Name
- Organization Code
- UIC Unit Identification Code
- Bureau Number
- Modex Number

Waterproof inserts and zip ties for security purposes can also be included. These aircraft flight packets are designed to assist in obtaining a passing grade in any military financial inspection and help promote mission readiness.

Flight Packets/Micro-Luggage, of the same design, are available for storing communications equipment such as a cell phone, palm pilot, micro recorder, and pager, as well as personal items and hygiene products. Micro-Luggage is double-sided and is divided by a sturdy plastic separator. Embroidery of twenty-five letters of your choice is permitted.

Black

Non-fire retardant polyester \$50.95/ea

Non-fire retardant naugahyde \$55.35/ea

Non-fire retardant leather \$59.75/ea

Polyester with Naugahyde front and back pouch \$55.35/ea

The standard size is 8-1/2"L x 7-1/2"H x 2"W. They can be custom made to a specific size.

For more information, please contact:

Embroidered Packets

555 Saturn Blvd., Suite B

San Diego, CA 92154

Contract Number: GS-14F-0056L

Point of Contact: Mrs. RL McGee

(619) 839-3198

(619) 861-6765

<http://empbm.homestead.com/empbm.html>

empbm@lycos.com

Embroidered Packets is a minority, women-owned, disadvantaged business.

C O N T A C T

Tara Jenkins

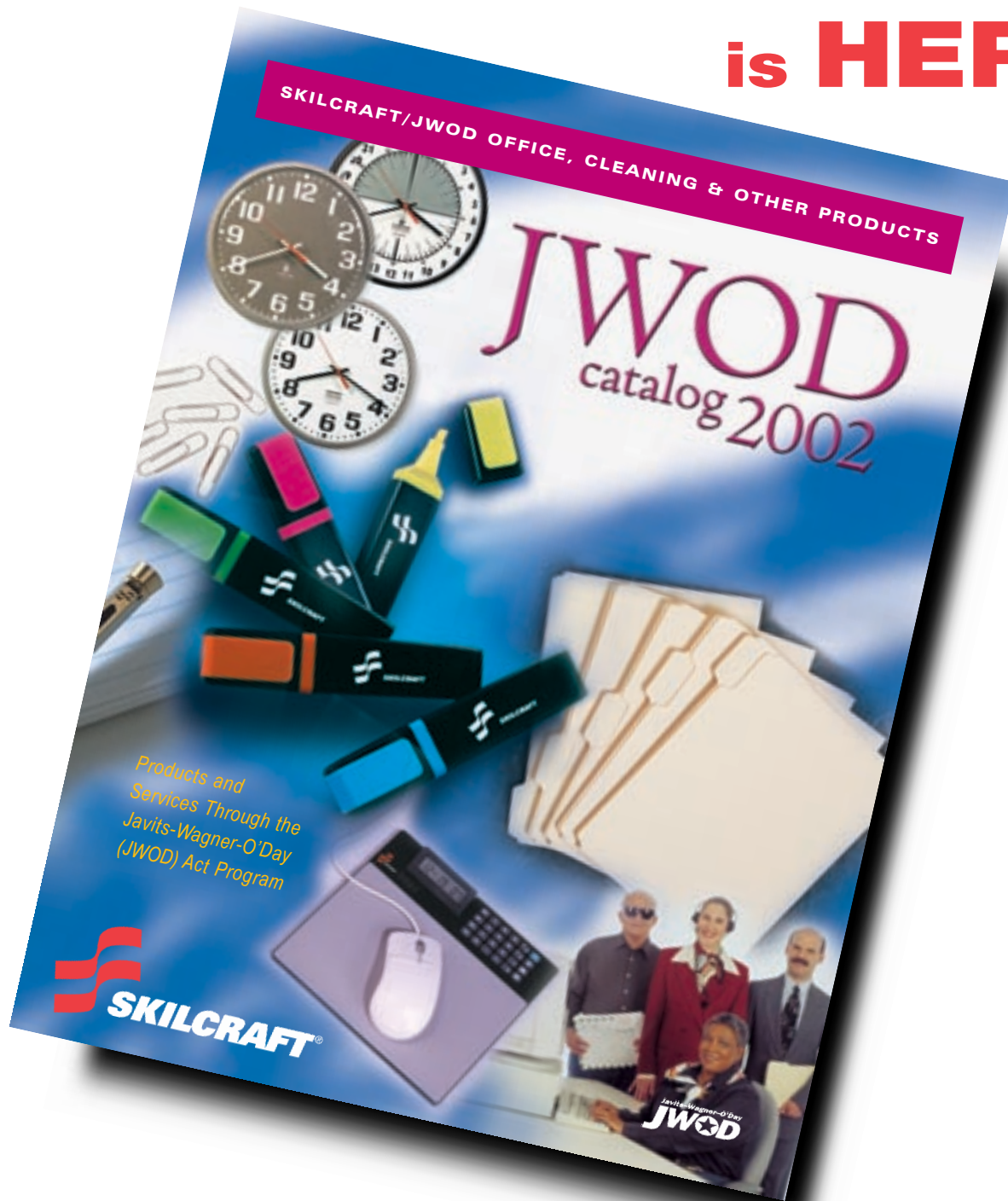
P H O N E

(212) 264-7765

E - M A I L

tara.jenkins@gsa.gov

The **NEW** **JWOD Catalog** is **HERE!**



Get your **FREE** copy by calling
1-800-433-2304
or e-mail your request to customer_service@nib.org.

GSA Schedule 736 III Temporary Clerical & Professional Support Services

**GOT JURY DUTY? LONG TERM ILLNESSES? FAMILY EMERGENCIES?
DOWNSIZING? DAY NOT LONG ENOUGH? SHORT FUSE PROJECT?
NO IN-HOUSE EXPERTISE? A-76 STUDIES?**

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The Temporary Clerical and Professional Support Services Schedule is now Nationwide and Worldwide offering quality people to help you meet your deadline! Within 24 hours, private industry experts on Federal Supply Schedule 736 III (a Multiple Award Schedule), will provide you with proven and qualified temporary workers prepared to work from an initial 120 consecutive workdays up to a maximum 240 consecutive workdays.

Clerk - Administrative, General, Procurement

Health/Medical - Nurse, Technician, Chemist, Dental, Pharmacist, Health Advisor, Biologist, Radiologist

Support - Accounting, Audit, Contract, Legal

Secretary - Legal, Clerical, Medical, Executive

Operators - Computer, Stenotype, Transcribing Machine

Analyst - Environmental, Market, Occupational, Personnel

Desktop Publisher - Graphic Designer- Researcher-Dispatcher

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And many more!

Go to www.fss.gsa.gov Schedules e-Library Federal Supply Schedule 736 III or call Sharon Strohecker at 817-978-2504, E-Mail: sharon.strohecker@gsa.gov



GSA Schedule 738 I Marketing, Media & Public Information Services

LIST PROCESSING SLASHES MAILING COSTS

An excellent way to cut mailing costs is to eliminate duplicated addresses in your address lists. Not only does this save on postage, but it saves on production costs of all kinds. It also can reduce possible criticism about waste and inefficiency. Whenever lists or data sets are combined, good merge/purge list processing provides real benefits.

However, finding and eliminating duplicate addresses is not as simple as it may seem. It requires a whole series of different “logical rules” to determine what is and what is not a duplicate. If these logical rules are not designed carefully, it is easy to “under match” or “over match” addresses. “Under matches” miss duplicated addresses and waste money. “Over matches” throw out good (unique) addresses even when they are not duplicates.

For example, consider these three addresses. First: 101 Main Street in line 1. Second, P.O. Box 11 in line 1 and 101 Main Street in line 2. Third, P.O. Box 11 in line 1. Experienced list processors will match all three of these addresses and identify the first and third as duplicates. Not spotting these duplicates is an “under match” and results in unnecessary costs.

However, “over matching” destroys the value of a list more quickly than leaving duplicates. For example, combining a customer at 101 Main Street with a customer at 101 Main Court will result in the loss of a good contact — and possibly the assignment of purchases to a person who did not make them.

When contact lists (“mailing lists”) are used for activities other than mailing, good list processing logic is essential. Combining data sets to report sales and plan sales calls comes to mind. An accurate merge/purge process is essential to avoid “over matches” that cause those people most in need of contact to be missed.

Sometimes, customer data sets are combined to “roll up” sales to a single contact person, company or location. Faulty merge/purge logic rules can cause an “over match” that assigns activities or sales to the wrong person or company. This makes it appear that some on the list are using more services than they really do. Imagine the chaos that “over matching” could cause if applied to Social Security lists!

Using several such sophisticated tools and techniques in conjunction with each other minimizes both “under matches” and “over matches”. Especially when matching business addresses, simple matching rules often fail. Several different

contacts may share the same mailing address, the company name can be entered as initials on one list (ABC, Inc.) and spelled out on another (Allied Bag Company, Inc.) and so forth.

Many list processors still use the “soundex” matching logic invented by the Census Bureau in the 1920’s. It looks at the first four characters of a name to spot duplicates. This approach confuses “Johnson”, “Johnston” and “Johnstone”, and can cause many “over matches”. Newer “phonetic matching” techniques avoid such “over matches” by processing at least eight characters of a name with sophisticated phonetic language rules. Even more sophisticated logic rules are needed to handle initials.

It costs money to create the specialized logic rules tailored to specific needs. And, only the most experienced list processors can do this well. Nevertheless, the payback can be immediate.

Consider the actual case where one organization switched from using “off the shelf” merge/purge logic rules to using custom logic rules developed just for their needs. They had a “master list” of 1.1 million households. The new customized logic rules discovered and removed 65,000 duplicate addresses at a fraction of the cost of mailing to the 65,000 duplicates just once — and they mail to their customers four times a year, every year!

The challenge is greater when the address list has from 10% to 70% duplication rates. This can happen when two similar mailing or contact lists are combined. For example, “joint mailing” efforts can combine separate lists from two or more agencies. Or, an existing mailing list may be merged with a list purchased from an outside list broker or vendor.

It takes time to process a mailing list thoroughly. So, it is certainly easier to remove a few duplicates from relatively clean data than it is to remove a high percentage of dupes from poorly maintained data. Those with poorly maintained or highly duplicated data can expect an improved data set but should not expect the same results as those with clean, well-maintained data.

Deciding whether to invest in merge/purge list processing is both an economic and an aesthetic decision. It is certainly not desirable to mail duplicates or to fail to mail to legitimate contacts. However, it also makes no economic sense to spend far more on list processing than will be saved in mailing costs. So, use merge/purge list processing when a few hundred

GSA Schedule 738 I
Marketing, Media & Public Information Services

LIST PROCESSING SLASHES MAILING COSTS (CONT'D.)

dollars spent on processing can save thousands of dollars in mailing costs. On the other hand, when there are only a few dupes in a list it will often be cheaper to simply mail to the duplicated addresses.

DataPlus Millennium is listed on GSA Schedule 738 I under SIN Numbers 738-1 and 738-9. Our GSA Contract Number is GS-23F-0084L. Contact Sherdon Bowman, Contracting Specialist at (703) 305-6272 or sherdon.bowman@gsa.gov for information.

Order directly from the contactor:

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GSA Schedule 738 I Marketing, Media & Public Information Services

IMAGE TECHNICAL SERVICES DIGITIZES DaVINCI FOR VA INFOSEC2001: SECURITY BY DESIGN

Today's convention audience is a tough crowd, so to grab and keep their attention, everything on screen and stage must be visually sophisticated, precisely executed, and most importantly, engaging in its content. Clients such as the Department of Veterans Affairs turn to Image Technical Services in Orlando, Florida, to produce meetings that harness technology to deliver on-target messages. Image is a full-service resource that provides complete audiovisual, staging, and creative services. "Keeping creative and technical staffers under one roof promotes a continuous exchange of ideas that pays off in quality, cost control, and creativity," according to V.P. Randy Noble.

The benefits of Image's collaborative approach came center stage at a recent conference held at the Radisson Universal Center in Orlando. InfoSec2001 was a call to action for 600 information technology experts. Secretary Anthony Principi from the Department of Veterans Affairs used the event as a forum to share his vision: Establishing VA security guidelines as the model for other government programs.

Image integrated the theme "Security by Design" throughout the entire four day event. The Image team served as communications consultant for every aspect of the event, providing animation, video, scripting, voiceovers, sound effects, and music for the sophisticated multimedia conference opener. The Image team then setup and operated top-of-the-line audiovisual equipment for the dynamic show.

The conference kicked off with high-energy, synchronized digitizations of DaVinci's works and inventions. Using faux marble textures and chiseled Romanesque letters, a 30-foot custom stage further established a Renaissance environment. The stage was lit by an array of intelligent and conventional lighting instruments, while a Sony multi-camera package and Christie Digital projection systems ensured crisp imagery on the program screens: a 9' x 16' rear projection screen at center stage, two flanking 10.5' x 14' rear projection screens, two 50" plasmas vertically embedded into Doric columns, and a 42" plasma mounted into a custom-built podium.

The choreographed multimedia presentation finally segued into a motivating speech by the Secretary of the VA. Not surprisingly, the audience responded to the inspirational opening with a standing ovation, setting a positive mindset for the remainder of the information security conference.

Immediately after InfoSec2001, Image completed and delivered a post-conference CD-ROM to all attendees. The CD featured conference highlights, including an animated introduction, key speaker videos, PowerPoint presentations, a highlights video, and a collection of useful web links.

Most clients are happy, or at least relieved, immediately after a big show. What matters is that they are still happy when the applause fades. As Creative Director Dave Yoder sees it, "The standing ovation was a high for us, but I'm prouder when we win repeat business, as we did in this case. That proves we really added value. We stayed on schedule, within budget, and provided technical and creative support that put the meeting messages across in a way people will remember."

Order Directly from the contractor:

Image Technical Services
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(Set Aside Contract: GS-23F-0026L)

SIN 738-2, **Web Site Design and Maintenance Services**

SIN 738-3, **Tradeshows/Exhibits, Conference and Events Planning Services**
 (Set Aside Contract: GS-23F-0027L)

SIN 738-11, **Commercial Art and Graphic Design Services**

SIN 738-12, **Videotape and Film Production Services**

Federal Supply Schedule 874 V Logistics

UNDERUTILIZED OR LAZY ASSETS™ THE UNINTENDED PRICE OF DISREGARD

In a perfect business there is no waste, all assets are used to the utmost. In reality this is never the case. Assets become expendable over time, often slowly and subtly. In extreme cases purchased assets are never used. If an owner has a good program to identify these idle or underutilized or LAZY ASSETS™, then effective strategies may be employed to deal with them, either to cost-effectively re-deploy them, internally or externally, or have a sound and compelling business reason justifying paying the price to keep them.

What is this price? Each month that passes without recognizing (let alone doing something about) underutilized assets under a manager's control, four unfavorable factors combine to eat away at an owner's ability to cost-effectively run the business:

Value Declines

The LAZY ASSETS™ decline in value for all the obvious reasons: age; obsolescence; degradation; and in some cases "shrinkage."

Cost to Keep Mounts

Great sums may be spent for: maintenance; labor; compliance; taxes; insurance; footprint allocation; utilities; security; and more.

Risk Increases

LAZY ASSETS™ are more likely to be misplaced or lost. Uncontrolled, they can lead to compromises of sensitive information, financial losses, environmental and other liabilities, and allegations of mismanagement.

Opportunities are Lost

The opportunity to do something more productive with the money generated and saved by eliminating the LAZY ASSETS™ is lost.

These factors can add up to 25% per year of the original acquisition value, or more. In the case of highly capitalized organizations, the total potential savings can be staggering.

Owners on the cutting edge of property management do a good job keeping LAZY ASSETS™ to a minimum by installing effective Asset Management Systems. They use a variety of techniques to evaluate asset productivity. Leading companies use property databases that capture pertinent productivity information not required and rarely used by Federal Property Managers. Through new and appropriate performance drivers, it soon becomes every department's business to contribute to the elimination of LAZY ASSETS™. Property managers trained with these skills become very proficient in overseeing these activities over time.

Many owners starting out will want quick successes. There are proven places to look. Some are obvious, others are more subtle. Early success inspires your people to understand the true value of eliminating LAZY ASSETS™, and generates short-term returns to fill immediate needs.

What is the long-term payoff? Greater profits, benefiting all stakeholders; extra cash for under-funded programs; reduced likelihood of harm or mishap; balanced budget.

In sum, owners employing better property management techniques outperform the competition.

For more information, please contact:

Re-Logistics, Inc
Contact Matt Gross
(484) 582-0100
mjgross@re-logistics.com.
FSS Contract. No. GS-10F-0066L

Federal Supply Schedule 539 Solutions and More (SAM)

NATIONAL STOCK NUMBERS FOR MULTIPLE AWARD SCHEDULE (MAS) ITEMS

Many of our customers require NSNs to purchase items on Multiple Award Schedule contracts using the traditional FEDSTRIP/MILSTRIP requisitioning system. To facilitate our customers with these purchases, GSA has established generic NSNs that cover a broad range of products under the Federal Supply Classes (FSC) 6115, 7810, 7830 and 8465.



Examples of these items include portable, standby and prime generator sets; athletic and sporting equipment & supplies (such as baseballs, bats, uniforms, etc.); fitness equipment and supplies (treadmills and weight training equipment); and law enforcement and security equipment (body armor, belts, handcuffs and cases, flashlights, restraining equipment, sirens, firearm storage equipment, bomb detection equipment and speed measuring devices). These NSNs are accessible through FED LOG and are to be used only where no valid NSN exists.



Customers can order items under each category by submitting an AOE/A05 requisition with the applicable NSN and respective supplier/manufacture's part number or model number in the exception field. It should be noted that prices on FED LOG are random prices and do not apply to any specific item. Customers must contact the MAS contractor for specific pricing information (see fss.gsa.gov/elibrary).

Applicable NSNs and Schedules e-Library key search words are listed below:

6115-01-490-6449

Portable, Standby and Prime Generator Sets

7810-01-490-2331

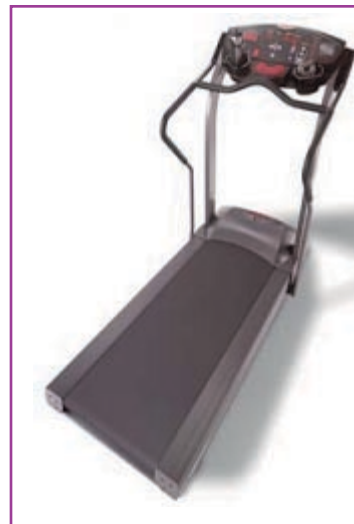
Athletic and Sporting Equipment and Supplies

7830-01-490-2330

Fitness Equipment and Supplies

8465-01-490-2328

Law Enforcement and Security Equipment



For additional information, please contact:

Customer Assistance

(817) 978-2051

DSN: 874-3697 or 874-3698

Fort Worth, Texas 76102

Federal Supply Schedule 539 Solutions and More (SAM)

TOTAL SECURITY SOLUTIONS

New challenges face today's facilities. In the past, security systems were designed to protect employees from theft. Our concerns have now changed from not only work-place violence but to domestic and international terrorism. Schedule 539 – Solutions and More (SAM) provides security solutions for the Federal and Military Community. The following solutions are available:

- Perimeter Security Systems
- Access Control Systems
- Intrusion Detection Systems
- Fire Alarm Systems (Smoke and Fire Detection)
- Facility Management Systems

You can also obtain security consulting services, installation, maintenance, and training **all** on one order. It's easy to obtain your total solution for your security requirements by using SAM 539 as your one contract vehicle.

In addition to security systems solutions, you can also obtain guard services under the SAM 539 schedule. These services are purchased at hourly rates, using your Statement of Work (SOW). We now have 18 contractors on the program to meet your needs and more contractors are being added on a regular basis!

Have you thought about related security items? The following security items are also available:

- Security Window Film
- Security Doors and Windows
- Bullet Resistant Panels
- Law Enforcement and Security Equipment
- Firefighting and Rescue Equipment
- Special Purpose Clothing

To obtain a copy of GSA's current Security Solutions catalog online, visit the General Products Center website at fss.gsa.gov/genprod. Additionally, you can request that a hard copy be mailed to you by contacting one of the contact points listed below.

To view the current list of contractors and obtain ordering information, visit GSA's Schedules e-Library at fss.gsa.gov/elibrary. Schedules e-Library provides updated contract award information on demand.

These Products and Services are available on *GSA Advantage!* at www.gsaAdvantage.GOV

Or

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Federal Supply Schedule 539 Solutions and More (SAM)

IDENTIFYING AND REMEDYING MOLD CONTAMINATION IN BUILDINGS

Mold spores and other “bioaerosols” can contaminate the structure and interior surfaces of a building and may have serious health implications for occupants. Unlike other building-related hazards, such as asbestos and lead-based paint, mold is somewhat of a moving target, as the problem can appear any place where moist conditions occur.

One growing source of mold contamination problems is the synthetic stucco product Exterior Insulation Finish Systems (EIFS). Widely used on residential and commercial buildings since the 1960s, it has been associated with mold growth inside exterior walls. While EIFS-clad buildings are recognized as prone to these problems, they are not alone, as any building type with a defective or poorly maintained envelope will allow water intrusion and expedite microbial growth.

Mold problems may develop when roof flashing, windows, or EIFS have been improperly installed, trapping moisture between the interior and exterior of the wall system and leading to mold growth and subsequent rotting. Rainwater can also enter a wall system due to faulty window installation, improper flashing installations around decks and doors, sloppy sealant application at expansion joints, and incomplete detailing.

When an inspection reveals mold or moisture, building owners, occupants and attorneys increasingly turn to industrial hygienists specializing in microbiological assessment to evaluate and quantify contamination. Industrial hygienists evaluate the extent of mold amplification (growth) and, in detailed inspections, determine which mold spores and other “bioaerosols” have affected the interior of a structure. Industrial hygienists can sample visible mold, dust, and interior and exterior air, and send samples to a microbiological laboratory for identification.

When mold colonies are visible on surfaces in a wall cavity or inside a building, an industrial hygienist may collect bulk samples for identification. But even if mold colonies are not visible, dust can be sampled to determine the presence of mold spores in wall cavities, and on floors or other horizontal surfaces.

Air samples may be used to determine the impact of mold growth on air in the building. One relatively quick and inexpensive type of air sample collects airborne particles by impacting them on a filter or glass slide, which is inspected

under a microscope to characterize particles of biological origin. This method characterizes viable and nonviable particles (able or not able to reproduce), both of which are important from a health standpoint. Another type of air sample collects airborne particles by impacting them on a petri dish containing growth media, which is sent to a microbiological laboratory and incubated for 7-14 days. Any colonies that develop are counted and examined to determine the species of mold present. This method is more expensive and time-consuming and counts only particles able to grow on the selected media.

Industrial hygienists evaluate air samples by comparing indoor and outdoor samples with respect to the number and types of mold present. Higher indoor mold concentrations suggest amplification within the structure and release of mold spores into the occupied portion of the building, a problem that should be corrected to protect the health of occupants.

Mold contamination in a building must be coordinated into the plan for a structural restoration project, and special procedures and equipment must be used to remove mold and debris from affected areas. Because working with moldy materials may pose health risks to restoration workers, industrial hygienists may recommend using a combination of personal protective equipment, engineering controls, and work practices to minimize exposure. Restoration plans should also be carried out in ways that minimize the potential for spreading mold-laden dusts, mold spores, and related microbiological particulate into other areas of a building. To verify the success of removal efforts, industrial hygienists may re-test air or surfaces.

The best solution to mold contamination is addressing it before it poses a health risk: identifying and correcting the points of water entry, replacing rotted building materials, and removing or cleaning moldy materials, and mold-containing dust and debris under carefully controlled conditions. Industrial hygienists will continue to provide leadership and expertise in this important public health issue.

Greg Baker is certified by the Exterior Design Institute as a third party EIFS inspector and moisture analyst. Mr. Baker has provided his expertise and supported litigation on several EIFS-related mold investigations and remediation projects. Mr. Baker is an experienced indoor air quality investigator and remediation project designer.

**Federal Supply Schedule 539
Solutions and More (SAM)****IDENTIFYING AND REMEDYING MOLD
CONTAMINATION IN BUILDINGS (CONT'D.)**

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GSA Schedule 539
Athletic & Recreational Equipment

CHARLIE'S HORSE™
MULTI-PURPOSE CARTS THAT CARRY THE WORLD

Charlie's Horse® Deployment Systems consist of multi-task carriers, which are fully integrated with complete interchangeability of components. This versatility makes Charlie's Horse® equipment "mission adaptable, not mission specific." When deployed, this equipment can reduce manpower requirements up to 40% thereby increasing effectiveness. Tools are not required for assembly, and all units collapse into compact carry bags.

Charlie's Horse® is machined from 6061-T6 aluminum and is fully anodized (black). All other metal components are stainless steel. Wheels are fiberglass-reinforced nylon with 440 stainless steel sealed bearings. Tires are 16" x 2" micro-cellular urethane. Fabric is 18-ounce Shelter-Rite, vinyl coated.

Charlie's Horse® equipment has been designed to move more gear faster and farther than ever before possible over diverse terrain. Models CH101M2 (NSN 3920-01-485-0216) and CH101M255 (NSN 3920-01-485-0218) have been designed for the rigors of military life. They are two-wheeled collapsible carts, which convert from equipment transporters to evacuation stretchers instantaneously. Model CH101M4 (NSN 3920-01-485-0217) has been designed for truly heavy-duty transport. This four-wheeled cart will transport 500 lbs. of equipment almost anywhere. When coupled with the CH101M4, the rugged fiberglass transport container, CH661 (NSN 3920-01-485-0219) allows for the safe transport of sensitive medical and electronic equipment. Whether you are hunting, fishing, camping, or moving men and material into or out of harms way, Charlie's Horse™ equipment will carry the load.

Order through FEDSTRIP/MILSTRIP, or through Federal Supply Schedule 539 (GS-07F-0244L) directly from the contractor:

North Coast Outfitters LTD.
Attn: Charlie Darling
6 Wells Lane
Hampton Bay, NY 11946
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For more information, please contact:

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GSA Schedule 874
MOBISINFORMATION TECHNOLOGY (IT) WORKFORCE PLANNING
AND HUMAN CAPITAL INITIATIVES

Dougherty & Associates, Inc. (*DAI*), a small woman-owned business located in Alexandria, Virginia has been supporting Federal agencies with their workforce planning and human capital initiatives for the past four years. The Clinger Cohen Act of 1996 mandates Chief Information Officers (CIO) to identify the knowledge and skills needed by personnel in their agency to achieve performance goals related to information resource management.

In support of this mandate, *DAI* developed a comprehensive “IT Workforce Planning Model.” This model begins with an assessment of the agency’s information technology (IT) personnel and evolves into supporting the agency in its follow-on efforts to develop and implement a plan to ensure a performance-based organization with a workforce that has the necessary competencies to support agency goals.

Phase I of the “IT Workforce Planning Model” starts with conducting a competency assessment of the IT executive and senior-level workforce via a web-based survey, a tool designed by *DAI*, based on the IT competencies developed by the Federal CIO Council. The assessment tool measures the degree to which IT staff possess the required information management competencies. The process is simple and includes the following steps;

1. Identification of IT personnel who will participate in the assessment;
2. Customization of the survey to meet specific agency needs;
3. Administration of the Internet-based survey hosted on *DAI*’s secure Web site;
4. Analysis of the results using a variety of quantitative and qualitative methodologies; and
5. Development of a final report that includes findings, conclusions, and recommendations.

Phase II of the “IT Workforce Planning Model” is the implementation phase and is based on the conclusions and recommendations from the IT Competency Assessment Final Report from Phase I. Support provided during this phase is completely customized based on the agency’s requirements and goals. A sample of the type of support provided by *DAI* during Phase II has included projects such as;

- Data from the Department of Treasury IT Competency Assessment Final Report was used in the Report to the Secretary of the Treasury, “Responding to the Crisis in Information Technology Skills”.

- Based on the recommendations from the IT Competency Assessment Final Report, *DAI* designed the Department of Treasury IT Professionals Program. This program was developed to recruit talented individuals into IT positions within the organization. It was designed to provide Treasury with a pipeline of high-performing staff who would enter the organization and obtain broad exposure to its missions and technical challenges and move up within the agency to senior management positions.
- Building on the need to assess individual IT workforce competencies, *DAI* developed, for the Internal Revenue Service (IRS), a self-assessment instrument for the Executive Leadership Program to identify the specific IT competencies of the participants. Following the development, administration, and analysis of the assessment, the results were mapped to available internal and external training opportunities; a report of their individual findings was provided to each participant and an overall report was provided to the IRS.
- In response to the need for the IRS to train future leaders *DAI* developed a Mentor/Protégé Program as part of the IRS IT Management Career Development Program (MCDP)—a leadership program for managers. For this effort, *DAI* developed a participant’s guide, developed curriculum and conducted training in four areas; How To Be An Effective Mentor, How To Be An Effective Protégé, Effective Mentor/Protégé Relationships, and Coaching.
- The Department of Transportation Federal Aviation Administration (FAA), Office of the CIO was required to develop a Workforce Plan that identified goals and objectives and a plan for implementing them throughout the FAA. In support of this effort, *DAI* first reviewed existing workforce planning materials and data, developed a workforce strategy that identified workforce-related issues facing the Office of the CIO—an office of 60 staff—and provided a time frame for implementing the strategy. *DAI* then wrote the Office of the CIO Workforce Plan that included crafting workforce goals and objectives; identifying barriers to meeting the goals and objectives, aligning the Office of the CIO workforce goals and objectives with FAA and the Department of Transportation goals, and developing a methodology for gathering demographic and other workforce data. *DAI* also created a process for

GSA Schedule 874 MOBIS

INFORMATION TECHNOLOGY (IT) WORKFORCE PLANNING AND HUMAN CAPITAL INITIATIVES (CONT'D.)

identifying current competencies and skills through existing assessment instruments and future workforce needs; and conducted a gap analysis and an evaluation of the workforce planning process.

With **DAI's** support, a number of agencies have conducted the initial IT assessment by developing and conducting a comprehensive competency survey of all CIOs, Deputy CIOs, and their direct reports as well as implementing a number of follow-on initiatives. Thus they have made substantial progress in complying with important portions of the Clinger-Cohen Act of 1996. As specialists in enterprise engineering and survey research and analysis, **DAI's** support of agency CIOs over the last several years is characterized by the following:

Repeatable Process – Which has been a substantial cost savings to the various agencies because **DAI** has already developed, implemented and reported results using a valid survey instrument. Thus, all an agency needs to do is minimally customize the tool to meet their particular jargon and demographics, which ensures a risk-free, cost effective total solution.

Perfect blend of survey and technology experience – Since information technology is one of **DAI's** core competencies, we understand the subject matter of the survey. Plus, we offer a number of survey distribution methods that speed data collection while minimizing survey intrusiveness. We integrate technology into our process by using Web-based surveys and automated analysis tools. This permits **DAI** to conduct surveys that both minimize cost and produce accurate and timely results.

Reliable past performance – **DAI** has assisted a number of agencies with their Workforce Planning and Human Capital Initiatives and thus has developed a body of knowledge to

support the IT community. Support has been provided to such agencies as: Department of Treasury, Department of Health and Human Services, Internal Revenue Service, Small Business Administration, NASA, Environmental Protection Agency, Department of Agriculture, and the Army Corps of Engineers.

For a "Demonstration" of our Web-based survey capability, please visit www.daitech.com, click on "About our Service" then "Surveys & Research" and then click on the "Online Survey" icon at the bottom of the page. For more information on all of **DAI's** services, please navigate through our Web page at www.daitech.com, or contact us at the numbers listed below.

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GS-23F-8181H
GS-23F-0155L
GS-23F-0156L

GSA Schedule 738 I Marketing, Media & Public Information Services

CONTRACTING FOR CREATIVE SERVICES — WITHOUT ALL THE HEADACHES

It's enough to give any busy government manager a pounding headache: senior leadership wants a video or multimedia product produced, ASAP. Some of the details of the project are still rather sketchy. There's no script, and not a whole lot of agreement about the required content of the production. One aspect of the project is crystal clear. The deadline for completion of this story is approaching rapidly.

So what do you do? For many people, step one involves a quick trip to the office first aid kit to retrieve a suitably large dosage of pain relief medication. Clearly, that approach will ease the initial pain. But it won't get you the video that you need — when you need it. So, what's the answer? For more and more savvy government professionals, the first step is to pull out the list of approved General Service Administration (GSA) vendors and get to work.

Hold on, did someone just say GSA? How can they help? We are not talking about a standard catalog item. I need Hollywood — not a GSA-approved vendor. What has GSA got to do with getting videos and multimedia products made for federal organizations? The answer to that question may surprise you.

Companies like Metro Video Productions have taken all the necessary steps to be certified as GSA-approved vendors. When dealing with such companies, government clients can have greater peace of mind. They are dealing with companies that have been thoroughly investigated. As part of their certification process, these companies have been required to publish their pricing structure. There is one final advantage to dealing with such vendors. The process of contacting them is greatly streamlined because they are GSA certified.

Without question, the process of obtaining the services of a vendor to produce a video or multimedia product has some unique aspects. When selecting a vendor, it is important to learn about their level of experience and to determine if they will be accomplishing your project by using in-house assets.

It is not uncommon for some vendors in the industry to subcontract many of the core functions associated with the production of your video or multimedia project. Such outsourcing has been of concern to government clients in recent years. Some have reported horror stories in which critical delivery dates were not met due to the failure of the vendor to properly manage subcontractors. Therefore, most savvy clients prefer a full-service vendor like Metro Video Productions.

In selecting from among GSA-approved vendors, it is always important to choose one that has demonstrated a familiarity with the operations and function of your agency. In the early stages of a project, valuable time can be lost while the vendor learns the basics of your agency. Particularly when dealing with an abbreviated timeline for project completion, it is important to choose an experienced vendor that understands how you do business.

Metro Video Productions is an experienced vendor with a proven track record of success with its government clients. For the fourth consecutive year, Metro was selected to produce the videos used to explain the complicated process of transforming the Army for operations in the 21st Century. Other major government clients served by Metro Video Productions have included the Public Health Service, the Defense Commissary Activity, the Department of the Navy, the United States Marine Corps and the Army ROTC program. Metro's experienced staff knows how to get the job done for its government clients on time and within budget.

Order Directly from the contractor:

Metro Video Productions
Contact: Robert Heffley
424 Duke of Gloucester Street
Williamsburg, VA, 23185
(800) 825-7891
1-800-825-7897
rheffley@metrovideo.com
www.metrovideo.com
GSA Contract Number: GS-23F-0210L, GS-23F-0211L

For more information, please contact:

C O N T A C T

Marion Williams

P H O N E

(703) 605-6906

F A X

(703) 305-3040

E - M A I L

marion.williams@gsa.gov

GSA Schedule 738 I Marketing, Media & Public Information Services

MULTIMEDIA — WHAT'S IN IT FOR YOU?

Twenty years ago the concept of multimedia didn't exist. Now it's everywhere. But what does it really mean? To us at Tutman Media Communications, it means a combined product that presents our client's message in multiple formats to reach the broadest possible audience. For example, we've made videos for the National Institutes of Health that have been used for VNRs, live press conferences, CD-ROMs, kiosks, and still images for print media. We're now working on a program on African traditional medicine that will become a TV documentary, a CD-ROM, a music CD, a Web site, an educational video/DVD series and a collection of print products — brochures, posters and a coffee table book.

We've been helping government and industry find creative and useful ways to communicate from the very beginning of the multimedia age. In 1981 when we started out, video technology was nothing like it is today, the World Wide Web wasn't in anybody's dictionary, and graphic design was worlds away from the rest of the presentation industry. Now thanks to digital technology nearly anything you can visualize can be captured or created, composited with other images and sounds and economically transmitted around the world in seconds.

With so many different choices of ways to get your message across, the real challenge today is in the treatment of your content. How do you make your message informative, persuasive and entertaining? How do you find an approach to your subject matter that will engage the audience and achieve your outreach objectives? If you go to a firm that only produces video, you will only get a proposal to do a video. But if you go to a multimedia firm equipped with digital technologies for video, radio, CD-ROM, computer graphics and distribution via satellite and the Web, you will get a far richer palette of product choices, creative options and production expertise.

We at Tutman Media Communications like to refer to ourselves as media creators and integrators. A big part of what we do is to assess the needs of our clients and find ways to fold what they already have into something greater than the sum of the individual parts. A video tape, a Web site, a slide show, a CD-ROM are all parts of the greater whole that an organization can use to present itself to the public. To treat one product as a separate, isolated part is like saying that a sentence is unrelated to the paragraph that surrounds it.

The key to getting your message out is finding expert professionals who can work with your subject matter and build a delivery strategy using the right mix of media for cost-

effectively reaching your target audience. That's what we do at Tutman Media Communications. Determining the appropriate *mix* of media to deliver your message is part of our design process from the beginning.

In other words, we help organizations solve communications problems ... with media solutions. We do film, video, radio, and computerized multimedia programs. We work with any kind of subject, no matter how technically complex: science and technology, consumer safety, medicine, agriculture, military topics, emergency response and many, many more.

Video/Film Production: We handle the entire production from start to finish: concept development, research, scriptwriting, production management, crew booking, studio and location shooting, digital editing, packaging and distribution.

Digital Video Editing: Our Media 100 edit suite provides the latest in digital editing technology, complete with graphics and special effects for video and television productions. But it also provides another innovative feature. It can convert any pictorial image - video, photographs, maps, paintings and prints - into digital files that can be output to videotape for TV broadcast or VCR use, to CD-ROMs and DVDs, even to slides and printed brochures. The unprecedented versatility of digital editing provides budget-friendly solutions for combining disparate media formats into a wide range of integrated informational packages.

Graphics Production: We provide computerized illustrations, electronic art, charts, motion graphics for video, printed handouts and other DTP products.

Web content: We digitize, scan, compress, stream, convert and manipulate content for display on the World Wide Web.

Media Development: We provide customized software tools for creating interactive media and visual presentations.

Special Media Projects: We design and produce electronic media campaigns. We produce interactive satellite teleconferences. We create and distribute radio programs and public service announcements.

These are the tools and services we've been giving our clients for over two decades. If you're looking for fresh ideas for your electronic media productions, please give us a call. We'll be glad to come in and talk about it.

GSA Schedule 738 I Marketing, Media & Public Information Services

MULTIMEDIA — WHAT'S IN IT FOR YOU? (CONT'D.)

Order Directly from the contractor:

Tutman Media Communications (TMM Corp, Inc)
Contact: Fred Tutman
 18600 Queen Anne Road
 Production Barn Annex
 Upper Marlboro, MD 20774
 (301) 249-8200
 (301) 249-3613
 fred@tutman.com
 www.tutman.com
 GSA contract # GS23F-0077L

For more information, please contact:

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STRENGTHEN YOUR LANGUAGE CAPABILITIES WITH GSA PARTNERSHIP



GSA Recognized For Providing Immediate Language Services Assistance In FBI Partnership

GSA has recently been active in building a strong partnership relationship in language services with the FBI. Following the World Trade Center attack on September 11, 2001, Robert Muller, Director of the FBI, made a national emergency announcement for an urgent requirement for individuals with Arabic and Farsi translator and interpreter expertise. The FBI requested Top Secret and Secret cleared individuals which we currently had on Schedule. Within the next 48 hours, GSA provided the FBI with a listing of individuals from Language Services Schedule 738 II contractors with clearances and accreditation in Arabic, Farsi and also Pashto that were currently working within the USA as well as overseas in the areas of concern. Many of these people we referred had experience working overseas on the embassy bombings in Africa.

Language Services Schedule 738 II Meets Your Time and Budget Constraints

Let us partner with you in **ALL YOUR LANGUAGE SERVICE OBJECTIVES** through our Language Services Schedule 738 II. As noted above, GSA's response to the language service requirements of the Federal community is becoming a trademark of our proven ability to "bend over backwards" in meeting your immediate language related mission objectives. You have asked and we have provided. Your time sensitive language requirements are no barrier to being expeditiously resolved by utilizing the proven and timely expertise of our language service contractors on Schedule 738 II.

For more information on the Language Services Schedule 738 II, a complete list of the current contractors or to search for the services you need on *GSA Advantage!*, please visit our website at:

fss.gsa.gov/

To speak with a Language Service representative, call our Management Services Center toll-free number at:

1-800-241-RAIN (7246)

GSA Schedule 874 MOBIS

MOBIS — GSA SCHEDULE 874



More than ever before, agencies are not only dealing with a heavier workload due to budget cutbacks, but also with increasingly complicated organizational processes due to heightened security concerns and management difficulties. This is fueling a growing demand within the Federal Government management consultants and a necessary increase in their roles in these agencies and the skills required by the practitioners.

Management, Organizational and Business Improvement Services (MOBIS), the General Services Administration (GSA) contracting vehicle, which puts Federal agencies in touch with qualified, competitive (economically and service-wise) private consulting firms, has added several new small business firms to the contracting process to help agencies meet their changing needs as well as small business goals.

Contracts awarded under MOBIS bring together the expertise of top-quality companies that represent years of distinguished performance in management consulting services. Approved MOBIS contractors have a wide range of experience and skills in security management, management analysis, position classification, HR benefits, work measurement, value engineering, industrial engineering, cost analysis, procurement, and the technology aspects of the activity under study.

Our contractors provide all the skills needed to develop studies that will provide the agency with all the materials necessary to perform an outsourcing acquisition project and ultimately to conduct a cost estimate. The outsourcing study and the resulting cost comparison will likewise allow agencies to determine whether it is more economical to award a contract to the most advantageous proposal or to perform the work in-house.

All you need to know about our MOBIS contractors (background experiences, price lists etc.) can be found on GSA *Advantage!* and GSA Schedules e-Library. GSA *Advantage!* has nearly 600 MOBIS contractors listed of which over 200 are small businesses. GSA Schedules e-Library likewise provides you with the business size of each MOBIS contractor. The following steps will help you navigate through GSA *Advantage!* and GSA Schedules e-Library more effectively:

1. fss.gsa.gov
2. Click on GSA *Advantage!* Go directly down to "Search/Browser" and type in "MOBIS" and click "GO"
3. Type in your Zip Code and click "LOGIN"
4. Enter your key word in the "Search" box to start the search for those MOBIS vendors that match. Be sure to click the small circle titled "Search Within Results" before you click "GO"

If you want to search by the name(s) of the MOBIS contractor or want to find the business size of a MOBIS contractor, please take the following steps:

1. fss.gsa.gov
2. Click on GSA Schedules e-Library.
3. Login to the "Federal Supply Schedule" box, highlight "874" and click "GO"
4. Double click on "View/Download all SINs & Contractors under Schedule." This list will allow you to view the business size of each MOBIS contractor as well as viewing their information on GSA *Advantage!*

Please contact the following individuals if you have any questions:

CONTACT

Warren Hayashi

PHONE

(253) 931-7050

E - MAIL

warren.hayashi@gsa.gov

CONTACT

Tam Lindsley

PHONE

(253) 931-7627

E - MAIL

tam.lindsley@gsa.gov

**GSA Schedule 874V
Deployment Logistics Services (LOGWORLD)**

**LOGISTICS WORLDWIDE (LOGWORLD) SCHEDULE 874V
DEPLOYMENT LOGISTICS SERVICES — SIN 874-5**



Logistics Worldwide (LOGWORLD) schedule contractors provide the logistics support required for efficient military and civilian force deployments. Customers can obtain expert guidance and operational support to permit a rapid deployment AND effective management of supplies and equipment support for both regional and/or global resources.

SIN 874-5 Deployment Logistics Services include:

- Contingency planning
- Material and property requirements including planning, movement, storage and accountability systems
- Asset management and visibility
- Regional and global resource capability identification and integration
- Public and private sector resource management
- Communication and logistics systems design, planning, and operation
- Medical and emergency unit storage and restocking management

To learn more about the Logistics Worldwide (LOGWORLD) Schedule, please contact one of the following Business Management Specialists:

C O N T A C T

Lisa Norgren

P H O N E

(253) 931-7951

E - M A I L

lisa.norgren@gsa.gov

C O N T A C T

Carolyn DiCugno

P H O N E

(253) 931-7042

E - M A I L

carolyn.dicugno@gsa.gov

C O N T A C T

Deborah Gamble

P H O N E

(253) 931-7895

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debbie.gamble@gsa.gov

GSA Schedule 899 Environmental services

MEET YOUR SMALL BUSINESS GOALS USING THE ENVIRONMENTAL SCHEDULE

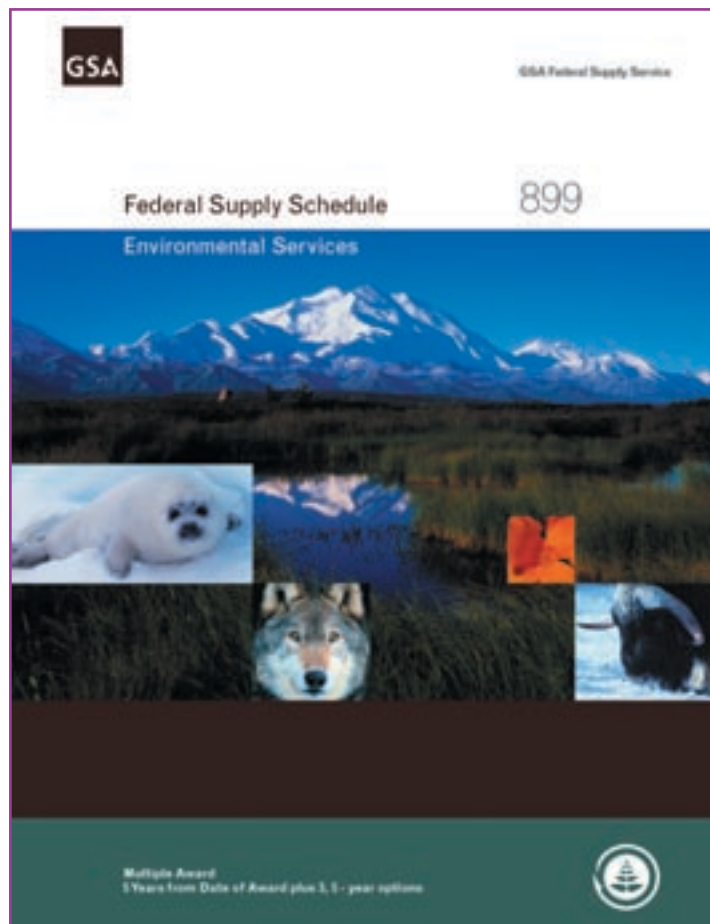
The Small Business Reauthorization Act of 1997 establishes a goal of not less than 23% of the Federal Government's prime contracting dollars to be awarded to small businesses each fiscal year. In FY 2000, 70% of the top 20 agencies met or exceeded this goal.

Agencies intend to provide maximum opportunities for small, small disadvantaged and women owned businesses in procurements when possible. Many agencies do not meet the goals, possibly because they do not know of small businesses that can meet their requirements.

Within the environmental services area, we have many small businesses on the Environmental Services Schedule, 899. Effective October 15, 2001, there are 105 small businesses to

choose from. Within this number are 34 8a firms and 30 are woman owned. Agencies now include orders placed against Schedule contracts in their annual small business goals and accomplishments. In FY 01, 18.7% of sales under this schedule went to small businesses. Since this is below the 23% goal, we encourage customers to take another look at our small business companies and make their selection from one of these, if at all possible.

The Schedules e-Library and the GSA *Advantage!* program will identify the small businesses that provide the services you need. Use the Advanced Search capability to check the small business category and enter a key word and the schedule number (899) in the search box. This should provide you with many choices of well-qualified small businesses.

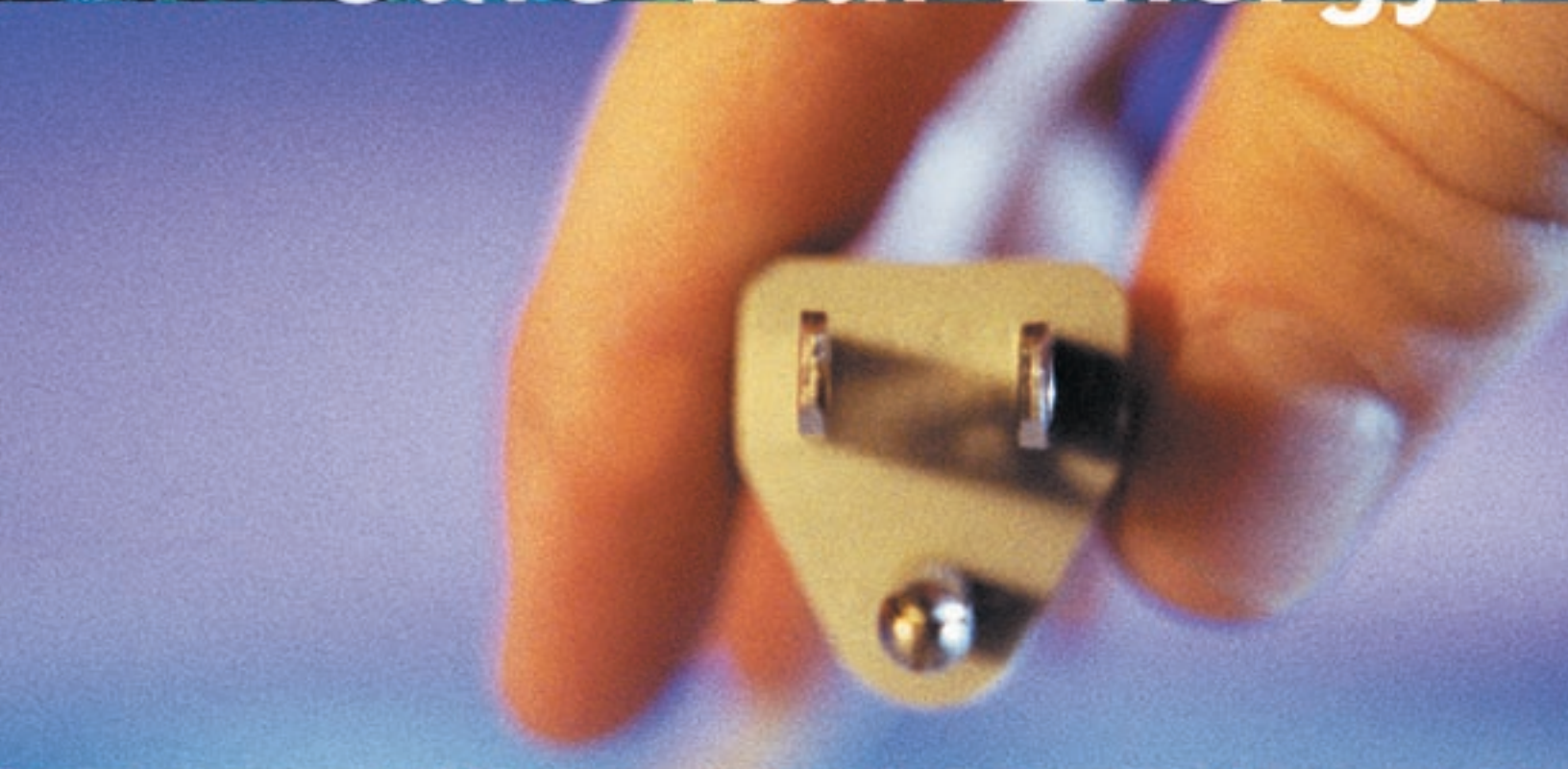




GSA Federal Supply Service



Save Your Energy!



KEEP WINTER COLDS AT BAY!

Help stop the spread of cold and flu germs this winter by stocking up on these high-quality JWOD disposable paper and plastic products available on GSA Advantage!

Facial Tissue

SKILCRAFT absorbent, folded, creped, two-ply tissues. Made by L.C. Industries for the Blind, these tissues are Comprehensive Procurement Guidelines (CPG) compliant and contain 10% post consumer recycled materials and 10% recovered materials. Pop-up dispenser boxes come in quantities of 50, 100 and 200 tissues per box.



NSN# 8540-00-900-4891 Quantities of 50 tissues
NSN# 8540-00-793-5425 Quantities of 100 tissues
NSN# 8540-00-281-8360 Quantities of 200 tissues

Paper Cups, Hot, 6 oz.

These disposable paper cups for hot drinks are provided by the Lighthouse for the Blind, New Orleans and are available with or without a handle. Plastic coated or lined.



NSN# 7350-00-290-0588 With Handles, 2000 cups per box
NSN# 7350-00-205-1182 Without Handles, 1000 cups per box

Paper Plates

High quality white paper plates are grease and water resistant. Available in boxes of 1000. Provided by L.C. Industries for the Blind.



NSN# 7350-00-899-3054 6" diameter, 1/2" deep
NSN# 7350-00-899-3055 7" diameter, 1/2" deep
NSN# 7350-00-899-3056 9" diameter, 3/4" deep

C-Fold Paper Towels

10 1/4" wide, 130 sq. " C-fold towels have a 4-inch deep fold and are provided by L.C. Industries for the Blind. For use in Paper Towel Dispenser NSN# 4510-00-585-6305. Heavyweight paper hand towels are designed for use in bathroom dispensers. Contains 40% Recovered Material, which includes 40% Postconsumer Materials. CPG Compliant.



Single Fold Towels

Paper towel, made from unbleached kraft paper stock. Single fold design, primarily for drying hands. Comparative towel to NSN# 8540-00-262-7178. Provided by the Lighthouse for the Blind, New Orleans.

NSN# 8540-00-NIB-0024200 towels per dispenser box; 10 dispenser boxes per shipping box

NSN# 8540-00-NIB-0027250 towels per sleeve; 16 sleeves per shipping box
NSN# 8540-00-NIB-0028250 towels per sleeve; 9 sleeves per shipping box

9 1/4" wide, 99 sq. " paper towel for use with paper towel dispenser NSN# 4510-00-224-8549. Provided by Lighthouse for the Blind, New Orleans. Fold depth is 5 1/2". Designed for use in bathroom dispensers. 60-Month maximum shelf life (Extendable). CPG Compliant.

NSN# 8540-01-055-6134

Contains 40% Recovered Materials and 40% Postconsumer Material; available in waterproof package (Navy pack).

NSN# 8540-01-359-0798

Contains 100% Recovered Materials and 90% Postconsumer Material

KEEP WINTER COLDS AT BAY! (CONT'D.)

Plastic Flatware, Picnic

White Picnic flatware is individually wrapped for sanitary concerns. Odorless, tasteless, and stands up to rough use. Provided by L.C. Industries for the Blind, flatware is heat tolerant and meets FDA requirements.

7340-01-379-8840 Knife, 6 3/4" long

7340-01-379-5524 Fork, 6" long

7340-01-022-1317 Teaspoon, 5 3/4" long

Heavy Duty Plastic Flatware

Premium flatware is heat tolerant and meets FDA requirements. One hundred pieces sealed in a plastic bag and packed in chipboard carton. Plastic flatware set contains one each, fork, spoon, knife; cellophane wrapped and boxed in 400 sets. Provided by L.C. Industries for the Blind.

NSN# 7340-00-022-1315 Fork

NSN# 7340-00-022-1316 Knife

NSN# 7340-00-022-1317 Teaspoon

NSN# 7340-00-401-8041 Bouillon (Soup) spoon

NSN# 7360-01-380-4695 Plastic Flatware Set

Totally Degradable Plastic Flatware

JWOD Degradable Plastic Flatware by L.C. Industries for the Blind chemically degrades to biological food source when exposed to sunlight or heat from compost or landfill environments. Residuals subsequently biodegrade. Not designed for marine environments. Odorless and tasteless flatware retains properties in hot foods. Heavy duty, stands up to rough use. Natural (wheat) color; 100 % degradable and compostable. Materials meet FDA requirements for food use. Available in 10 pks of 100 ea.

NSN# 7340-00-NIB-0025 Tea spoon

NSN# 7340-00-NIB-0026 Knife

NSN# 7340-00-NIB-0027 Fork



CALENDAR CORRECTION

Corrected Calendar – 7510-01-450-5472

Early shipments of the UNICOR blotter-style calendar for 2002 included some calendars with errors. These calendars had 2 "June" pages and no "July" page. The October page also mistakenly identified Columbus Day as October 7, instead of October 14. Corrected copies of the calendar are now in stock at the Customer Supply Center for all new orders. Any customers who received an incorrect version may request a replacement calendar by calling GSA at 1-800-488-3111.

DON'T GET LEFT IN THE DARK THIS WINTER!

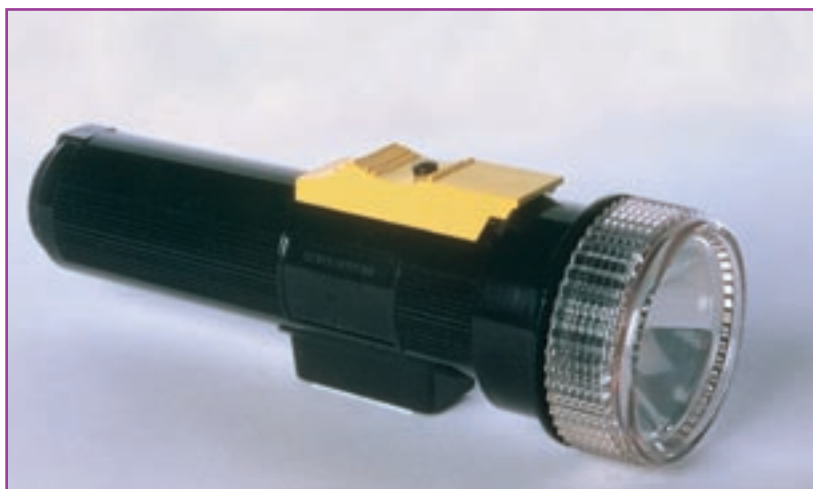
This winter, be prepared! When the weather gets cold, and the snow begins to fall, power outages become more likely. Be sure you have a JWOD flashlight within reach when the lights unexpectedly go out. JWOD flashlights are available in two distinct styles to meet your needs:

Flashlight with Magnet (NSN 6230-00-781-3671) - Tubular-shaped flashlight has a three-way switch for on, off, and flasher functions. Also features a special roll-resistant design and clear pre-focused spot lens. Uses two "D" cell batteries (not included), and comes with one PR-2 bulb. Plastic case has a permanently attached magnet. Perfect for sticking on the fridge in the office kitchen!

Watertight Flashlight (NSN 6230-00-163-1856) - Tubular-shaped flashlight has a three-way switch for on, off, and flasher

functions. Also features a special roll-resistant design and clear pre-focused spot lens. Uses two "D" cell batteries (not included). Comes with one PR-2 bulb installed, plus a spare bulb stored in the watertight plastic case, with hanger ring. Great for use outdoors in the field, or for fleet vehicles on the road!

Both of these flashlights are manufactured with pride by Americans with severe disabilities under the JWOD Program. They can be purchased online, along with other JWOD preparedness items, at www.gsaAdvantage.GOV, www.jwod.com. For a complete list of JWOD-Authorized distributors, please visit www.jwod.gov.



NEW EXPRESS SHIPPING AVAILABLE FROM GSA

GSA has entered a new era in providing express transportation services for the Federal Government customer. Effective on August 16, 2001, GSA's new Multiple Award Schedule (MAS) for Domestic Express Delivery Services (Schedule 451 III) now offers an expanded range of services and contractors for agencies to choose from.

Since the program began in 1983, three contractors (DHL Worldwide Express, Airborne Express, and Federal Express) have provided the Government delivery service at various times through single award contracts. Government agencies had requested more service options, a diversity of carriers, and more choice in selecting services and carriers.

The new MAS offers expanded service levels for the Government customer – giving you Next Day and Two Day service, as before, but now including service for Same Day and Three Day Delivery. This service covers small package shipments (up to 150 pounds) and for the first time heavyweight shipments over 150 pounds. The Schedule also allows the contractor to offer additional new service enhancements as they become available.

The schedule contracts have a base period of 5 years with three additional 5 year renewal options. This schedule allows agencies to select the carrier or carriers that fit their needs. To see an up-to-date listing of awarded contractors, contractor pricing, points of contact, and more helpful contract

information, go to: fss.gsa.gov/services/express

Using the schedule agencies will have these new benefits:

- **Choice.** Agencies can select one, two, or more contractors depending upon their needs.
- **Long-term Relationships.** With longer term contracts, agencies can build long-term relationships with their carriers.
- **Competition.** Increases competition among contractors and encourages them to provide better prices and improved service.

Agencies are now in the process of establishing Blanket Purchase Agreements for their express shipping services under the new multiple award schedule contract. Contact your Agency's headquarters traffic management officials for information on who your Agency has selected for the new and expanded services.

For more information contact:

Guy Galloway on (703) 305-6000; Edward Kelliher on (703) 305-7389; Lisa Romano on (703) 305-5313; or Blaine Jacobs on (703) 305-7317.



WE STILL HAVE THEM! 2002 PLANNERS & CALENDARS FOR SCHEDULING YOUR DAY

Manage your time more efficiently with a GSA planner. Crisp, large-sized calendars and accessories help keep busy professionals on top of their activities. The best-known brands of planners and calendars for pocket, attache case or desktop – Daymax, Dayrunner and Franklin Covey — are available at discount prices with all the refills and accessories to help stay organized. Available at www.gsaAdvantage.GOV.



**Calendar Pad, Type I
Flipover Desk Pad**
Size: 3" x 3-5/8"
NSN 7510-01-450-5411
(Replaces
NSN 7510-01-450-5401)
\$1.97 ea
A UNICOR product

**Calendar Pad, Type II 321234
Flipover Desktop Pad**
Size 3-5/8" x 5-7/8"
NSN 7510-01-450-5462
(Replaces NSN 7510-01-450-5455)
\$2.08 ea
A JWOD/NIB/NISH product



**Pocket Planning Set
& Refill**
(Pocket size)
NSN 7510-01-450-5435
(Replaces
NSN 7510-01-450-5428)
U/I –SE \$4.09
A JWOD/NIB/NISH product

Lose-leaf Appointment Book Refill
NSN 7530-01-450-5417
(Replaces 7530-01-450-5408;
refill for NSN 7510-00-285-1765)
\$3.06ea
A JWOD/NIB/NISH product



Wall Calendar
Size: 11-5/8" x 8-7/8"
NSN 7510-01-450-5466
(Replaces
NSN 7510-01-450-5459)
U/I – PG (10) \$4.00
A UNICOR product



Activity Schedule
(Form OF 67, 8-1/2" x 11")
NSN 7540-01-450-5427
(Replaces
NSN 7540-01-450-5429)
U/I – PG (10) \$3.78
A UNICOR product

Weekly Appointment Book
(Compact Guide,
8-1/2" x 11")
NSN 7530-01-450-5446
(Replaces
NSN 7530-01-450-5445)
\$2.41 ea
A UNICOR product



**Calendar III
(Blotter Pad Type)**
NSN 7510-01-450-5472
(Replaces
NSN 7510-01-450-5465)
\$2.37 ea
A UNICOR product

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